

## Example of Lapse Period Waiver Request Letter

### State Agency Letterhead

#### Date

Office of Fiscal Management, Director  
Department of Finance and Administration  
701 Woolfolk Building, Suite B  
P. O. Box 1060  
Jackson, MS 39215

Dear :

In accordance with Section 7-7-27, Mississippi Code Ann. (1972), the Agency Name requests a waiver of certification that goods or services have been received or performed related to Purchase Order(s) provide PO number to Vendor Name for (description of goods or services) in the amount of Dollar Amount. A copy of the Purchase Order should be attached to the MAGIC document.

State the specific reason(s) why the vendor will not be able to provide goods or services by the end of the lapse period. The vendor has stated that the goods or services will be received or performed on expected receipt date. A copy of their letter is attached.

Please see the lapse waiver process that applies to the kind of PO (commodity or asset, partial payment or no partial payment) for which you are requesting a lapse waiver for the additional information you will need to provide.

We understand that BFC will hold the warrant(s) issued until the goods or services have been received and accepted. At that time, the warrant(s) will be released to us to pay the vendor. We further acknowledge that if the goods or services are not received on or before expected receipt date, the warrant(s) will be voided and the payment must be made by issuing a new warrant from budget year Current Budget Year.

If you have any questions or need any documentation, please contact Name & Phone # & Email Address.

Sincerely,

XXXXXXXX